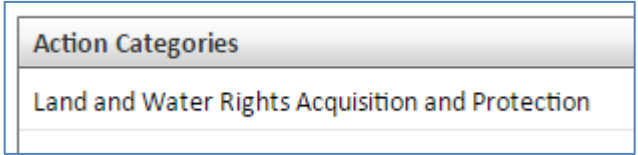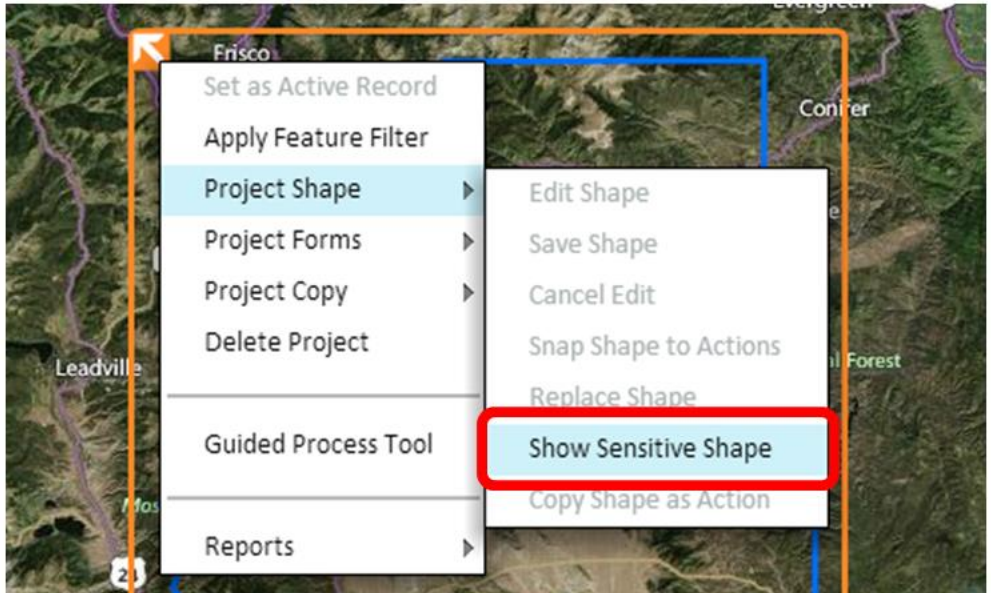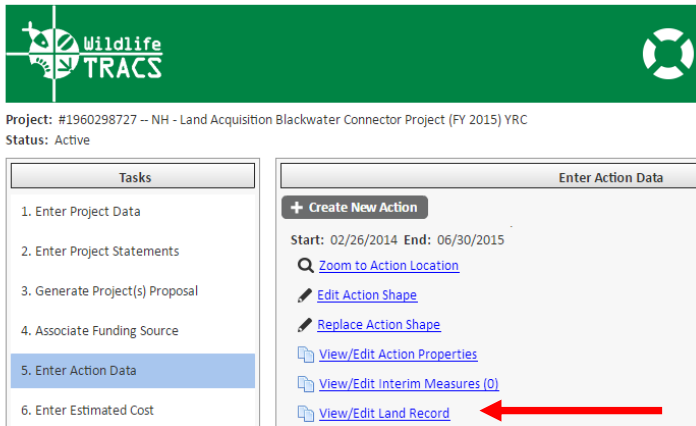# TRACS Quick Reference Guide

Step	Action
	TRACS provides a digital record for data on land and property rights (including water and mineral rights) acquired using federal assistance funding or used as a match for federal assistance funding. Documents may be attached in TRACS as part of the digital record, however they cannot include Personally Identifiable Information (PII). **Important Note:** Hard copies of all land documents must be sent to the WSFR Regional Office to be maintained as part of the Permanent Administrative Record, which is the official repository of land acquisitions. **Note:** Projects with lands data are created in the same way as any other project. This guide does not go through the entire project entry process; it just goes through the additional steps required to enter a project with lands data.
1	Map the project location as you would for any other project. If you intend to copy the project shape as the action shape, make sure the project shape is as accurate as possible (using an imported shapefile may be beneficial). The action shape for land or water rights acquisitions must be mapped with a high degree of accuracy, e.g. it must match the deed or real land acquired within a 0.5% error tolerance.
2	If the project contains sensitive information (such as private land owner information, sensitive species etc.), mark the project as sensitive. On the Project Properties form, mark the project as sensitive by checking the box. Is Project Sensitive? ☑. Note: This hides the exact project location on the TRACS mapper by buffering or extending the shape out to the next largest political boundary (e.g. county, state or country). Also keep in mind that projects marked "Sensitive" are not displayed in the Public Conservation Viewer.
3	On the Categories tab, you MUST select **Land and Water Rights Acquisition** as an Action Category (in the lower half of the screen). This generates a **Land Record form** that needs to be filled out later on when entering action related to land or water rights acquisitions. Action Categories Land and Water Rights Acquisition and Protection

Step	Action
4	Create action(s) for the project that document the acquisition or donation of land, water rights or mineral rights. Tip: Make sure to select "show sensitive shape" BEFORE you copy the project shape as the action shape. Otherwise, use the drawing tools or import shapefile tool to create the action shape. ▪ Locate the project polygon on the map and click inside the shape's boundary to open the orange **Feature Frame** box around it. Click on the arrow in the upper left to open the menu. ▪ Select the Shape menu and select **Show Sensitive Shape.** A checkmark will appear next to "Show Sensitive Shape" and the map will show the exact project polygon location. ▪ Uncheck the selection to buffer (hide) the location again. **The action polygon must be created with a <u>high degree of accuracy</u>, e.g. it must match the deed or real land acquired. The system requires a less than <0.5% (one half of one percent) margin of error to meet auditing policies for land reconciliation.** If the action shape does not meet the margin of error tolerance, warning and error messages will appear later (on the Land Record form and Performance Reports). If a discrepancy occurs, the action polygon(s) in TRACS must be adjusted to match the actual land acquired (deeded).

Step	Action
5	On the Categories tab, fill out the Category and Strategy fields, then select the Activity (if applicable). Note: The strategy box auto populates the measurement based on the action polygon (measurement is standardized to the U.S. measurement system with acres and feet only).
6	Continue entering the action data including the Habitat and/or Species tabs if applicable. Then click **Save** and **Close**.
7	On the Guided Process Tool, go to **Task 6: Enter Estimated Cost** and fill out the estimated costs. Note: This step is required before completing the Land Record form (Cost tab).
8	On the Guided Process Tool, go back to **Task 5: Enter Action Data** and select **View/Edit Land Record**.
9	On the **Land Record form**, fill out all required fields and any additional fields that are applicable. Note: If the deeded acres do not match the action polygon acres, the polygon deviation displays below the deeded acres box and a yellow warning appears at the top of the page (indicating that the deeded acres are outside the standard error tolerance of 0.5% compared to polygon acres). While this only a warning message at this stage, the deeded acres or polygon needs to be corrected before the action is reportable. This displays as a red error message in the validation messages for the Final Performance Report.

Step	Action
10	Fill out the Costs tab (note: the Estimated Costs on the Guided Process Tool must be filled out first before entering this section). Note: This form accepts $0 or blank amounts, however it should be filled out if possible.
11	Fill out the Address tab, Legal Description tab and Survey tab if applicable. Note: To enter a street address, click the **Edit Address** button and fill out the form, then click **Verify Address.** The system sends the address out for verification and returns results. If the address is not found, enter the address details in the comments section instead.
12	Fill out the Contacts tab if applicable. The **Seller/Owner** tab has a free text box allowing you to enter their name and contact information if available. The **Titled To** tab has a search box where you can enter the first three letters of the agency or person's name. The **Add Person** and **Request New Agency** buttons are available if needed.
13	Fill out the Comments tab. The **Acquisition Purpose/Change in Purpose** tab is required. The purpose of the comment field is to specifically identify the purpose of an individual parcel. This information can be copied and pasted from the Project Statement Need field but may need to be further refined. The **Comments** tab can be used to store additional information.
14	Click **Save** and **Close**.
15	Back on the Guided Process Tool, attachments can be added at the action level to store documents (deeds, legal notices, legal descriptions, parcel maps, etc.) pertaining to the completed acquisition(s). TRACS can be used as place to store part of the permanent digital record. **Note:** Any documents containing Personally Identifiable Information (PII) should **NOT** be uploaded to TRACS. Either PII information should be redacted, if it is to be stored in TRACS, or the sensitive documents should be stored as hard copy in the permanent administrative record. These documents will NOT automatically transmit to the WSFR Office. Hard copies of all land acquisition documents need to be sent to the WSFR Regional Office to be maintained as part of the permanent administrative record.